

# AFFORDABLE HOUSING SPECIALIST

# Purpose:

To actively support and uphold the City's stated mission and values. To perform administrative and technical support to the Housing Services Division. To initiate and maintain contact with property owners, residents, organizations and governmental entities involved in community development programs offered through the Housing Services Division. To promote affordable housing opportunities including performing skilled inspection work enforcing a variety of rehabilitation codes.

# **Supervision Received and Exercised:**

Receives direct supervision from the Housing Services Supervisor or from other supervisory or management staff.

## **Essential Functions:**

Duties may include, but are not limited to, the following:

- Provide information and educate applicants and other interested parties regarding assistance with the City's housing rehabilitation and affordable housing programs.
- Accept, process and maintain housing assistance pre-applications and applications.
- Interview applicants to determine eligibility for housing rehabilitation and affordable housing programs. Certify initial and possible ongoing financial eligibility for program participants using internal methods and by working with landlords, lenders and developers, if applicable.
- Inspect existing structures for compliance with building, electrical, mechanical and plumbing codes, city ordinance and Federal Housing Quality Standards.
  Determine suitability for rehabilitation and affordable housing programs.
- Meet with owners, contractors and other interested parties to review and interpret inspection results; advise participants of rights, requirements, services and benefits available for rehabilitation programs. Assist owners in reviewing specifications and contracts.

#### CITY OF TEMPE

Affordable Housing Specialist (continued)

- Assist in mediating differences between participants, landlords, contractors, lenders and developers.
- Current knowledge, understanding and application of Federal, State and local housing and community programs and regulations.
- Assist in the development and implementation of new affordable housing programs and ordinances as directed by the Affordable Housing Supervisor.
- Assist in the ongoing monitoring of affordable housing program participants.
- Assist in the research and preparation of materials for presentations at public hearings for commissions, boards and City Council.
- Provide information and assistance with City codes, land development regulations, zoning issues, application process, and procedural issues.
- Write staff reports for current planning; research history of projects; prepare attachments.
- Prepare and maintain required records, files and reports of activities.
- Input, retrieve, and manipulate data using a variety of computer software applications.
- Perform related duties as assigned.

### **Minimum Qualifications:**

### **Experience:**

Two years of responsible experience in programs related to providing affordable housing and/or administering affordable housing programs plus some experience directly related to loan processing, property rehabilitation, escrow procedures, financial accounting, real estate transactions or other related housing fields. Additional specialized training in assisted housing programs, housing revitalization, affordable housing, Section 8 and/or CDBG, HOME or other housing grant programs is desirable. Bilingual skills are also desirable.

### **Education:**

## CITY OF TEMPE

Affordable Housing Specialist (continued)

Equivalent to completion of the twelfth grade with some additional college level course work in real estate, finance, business, planning or a degree related to the core functions of this position. An Associate degree is desirable.

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None

**Examples of Physical and/or Mental Activities:** 

(Pending)

**Competencies:** 

(Pending)

Job Code: 225

Status: Non-Exempt / Classified